

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 10-1801

25 SEPTEMBER 2018



Operations

**FOREIGN GOVERNMENTAL
AIRCRAFT LANDINGS AT UNITED
STATES AIR FORCE INSTALLATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HAF/A3OJ

Certified by: HQ AF/A3O
(Brig Gen B. Chance Saltzman)

Supersedes: AFI10-1801, 30 August 2018

Pages: 22

This instruction implements Air Force Policy Directive 10-18, *Foreign Governmental Aircraft Use of United States Air Force Airfields*. It provides guidance and procedures for coordinating, approving, and supporting foreign governmental aircraft landings at United States Air Force (USAF) installations (Active, Guard and Reserve), USAF support facilities at foreign airfields and USAF ramps at civil airports hosting Air National Guard (ANG), and United States Air Force Reserve (USAFR) units. Compliance with this instruction is mandatory and applies to all military and civilian Air Force personnel, members of the Air Force Reserve and Air National Guard, and other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests

for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility for non-tiered compliance items.

SUMMARY OF CHANGES

This instruction has been significantly revised and should be reviewed in its entirety. This revision includes updated guidelines regarding aircraft supplies and services of foreign military or other state aircraft as outlined in Title 10 United States Code, Subtitle D, Part IV, Chapter 939, § 9626. Additionally, this update addresses protection levels for foreign aircraft, procedures for handling of foreign Very Important Persons, Distinguished Visitors, and dignitaries and procedures for United States Customs and Border Protection regarding foreign aircraft and personnel Point of Entry into United States Air Force installations. Additionally, approval authorities for North Atlantic Treaty Organization aircraft landings were updated.

| | |
|--|-----------|
| Chapter 1— INTRODUCTION | 4 |
| 1.1. Scope. | 4 |
| Chapter 2— ROLES AND RESPONSIBILITIES | 5 |
| 2.1. The Civil/Military Aviation Integration Division (AF/A3OJ). | 5 |
| 2.2. The installation commander or designated representative. | 5 |
| 2.3. Decision Authority..... | 6 |
| Chapter 3— CONDITIONS FOR USE OF UNITED STATES AIR FORCE AIRFIELDS AND SUPPORT FACILITIES | 8 |
| 3.1. United States Air Force Airfields and Support Facilities Conditions. | 8 |
| Chapter 4— REQUEST PROCEDURES | 9 |
| 4.1. Authorization procedures. | 9 |
| 4.2. Processing a Request for Landing Authorization. | 10 |
| Chapter 5— UNAUTHORIZED LANDINGS | 11 |
| 5.1. Unauthorized Landing Procedures..... | 11 |
| 5.2. Emergency Landings. | 11 |
| 5.3. Inadvertent Landings. | 12 |
| 5.4. Intentional Unauthorized Landings. | 12 |
| 5.5. Detaining an Aircraft. | 12 |
| Chapter 6— SUPPORT TO FOREIGN GOVERNMENTAL AIRCRAFT | 14 |
| 6.1. Services..... | 14 |

| | | |
|----------------------|---|-----------|
| 6.2. | Crew Documentation. | 14 |
| 6.3. | Customs and Border Protection. | 14 |
| 6.4. | Hazardous Material. | 15 |
| 6.5. | Liaison Officer. | 15 |
| 6.6. | Aircraft Support. | 15 |
| 6.7. | Prior Permission Required (PPR). | 15 |
| 6.8. | Airfield Use Limitation. | 16 |
| 6.9. | Aircrew Review of Applicable Publications. | 16 |
| Chapter 7— | FEES AND CHARGES | 17 |
| 7.1. | Routine Airport Services. | 17 |
| 7.2. | Reimbursable Charges. | 17 |
| 7.3. | For Base Finance Only | 18 |
| Chapter 8— | RANK/HONOR CODES | 19 |
| 8.1. | Distinguished Visitors, Foreign Dignitaries and Very Important Persons..... | 19 |
| Attachment 1— | GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | 20 |
| Attachment 2— | HAZARDOUS CLASSIFICATION CODES | 22 |

Chapter 1

INTRODUCTION

1.1. Scope. United States Air Force airfields are available for use by foreign governmental aircraft so far as such use is consistent with the foreign aircraft's country clearance (if within the U.S., as provided by the Department of State, or foreign sovereign if abroad), does not interfere with military operations and does not jeopardize the military utility of the installation. Access will be granted on an equitable basis. United States Air Force requirements will take precedence over authorized foreign governmental aircraft use. Exceptions to this instruction are not authorized without prior approval from Headquarters United States Air Force, Deputy Chief of Staff for Operations (AF/A3).

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Civil/Military Aviation Integration Division (AF/A3OJ).

2.1.1. Determines whether foreign governmental aircraft use of United States Air Force airfields or United States Air Force support facilities at foreign airfields or United States Air Force ramps at civil airports hosting Air National Guard and United States Air Force Reserve units is compatible with current and planned military activities.

2.1.2. Authorizes foreign governmental aircraft use of United States Air Force airfields and support facilities only in support of official state-sponsored activity.

2.1.3. Acts as clearing authority for foreign governmental aircraft use of United States Air Force airfields and support facilities, subject to the laws and regulations of the United States, and to applicable international agreements with the country in which the United States Air Force installation or support facility is located.

2.1.4. Reserves the right to suspend any operation that is inconsistent with United States national defense interests or deemed not in the best interests of the United States Air Force.

2.1.5. Terminates authority to use a United States Air Force airfield or support facility if the user lands for other than the approved purpose or is otherwise in violation of this instruction.

2.2. The installation commander or designated representative.

2.2.1. Exercises administrative and security control over the aircraft, crew and passengers while on the installation. (T-1)

2.2.2. If a Regular Air Force, Guard or Reserve airfield is the initial point of entry into the United States the installation's Airfield Management Operations will notify Security Forces to ensure that arriving foreign governmental personnel do not debark the foreign aircraft prior to Customs and Border Protection arrival and processing.

2.2.3. Ensures physical protection of aircraft will be modeled after protection requirements identified in Air Force Instruction 31-101, *Integrated Defense*.

2.2.4. Requires foreign governmental users to delay, reschedule, or reroute aircraft arrivals or departures to preclude interference with military activities.

2.2.5. Cooperates with customs, immigration, health, agriculture and other public authorities in connection with foreign governmental aircraft arrival and departure.

2.2.6. Ensures foreign governmental operators have an approved Aircraft Landing Authorization Number, before the foreign governmental operator can operate at United States Air Force airfields, except for emergency use.

2.2.7. Ensures that the aircraft to be operated at the United States Air Force airfield does not exceed the pavement load-bearing capacity of the runway.

2.2.8. Ensures that aircraft to be operated at United States Air Force airfields are equipped with an operating two-way radio capable of communicating with air traffic control.

2.2.9. Provides final approval for landing at least 24 hours prior to arrival. This is normally delegated down to Airfield Management Operations.

2.2.10. Ensures the landing clearance granted by an air traffic control facility is not a substitute for the approved Aircraft Landing Authorization Number.

2.2.11. Ensures the foreign governmental operator obtains required diplomatic and overflight clearances from the Department of State and the Host Government of any United States Air Force installation or support facility located on foreign soil. Department of State clearances must be obtained via “Diplomatic Aircraft Clearance Procedures for Foreign State Aircraft To Operate in United States National Airspace” website <https://www.state.gov/t/pm/iso/c56895.htm>.

2.2.12. Ensures foreign governmental operators pay applicable costs and fees.

2.2.13. Ensures foreign governmental operators file a flight plan for each leg of the flight in accordance with International Civil Aviation Organization or Federal Aviation Administration procedures (FAA).

2.3. Decision Authority . The authority to grant foreign governmental aircraft use of United States Air Force airfields is vested in:

2.3.1. Headquarters United States Air Force, Military and Civilian Aviation Integration Division (AF/A3OJ). AF/A3OJ may act on any request for foreign governmental aircraft use of a United States Air Force airfield or support facility. Decision authority will not be delegated below AF/A3OJ except as designated in **paragraphs 2.3.2. through 2.3.5.**

2.3.2. The Commander, United States Air Forces in Europe or a designated representative. The Commander, United States Air Forces in Europe or a designated representative may approve use of United States Air Force installations within his/her designated area of responsibility by North Atlantic Treaty Organization aircraft or governmental aircraft from any North Atlantic Treaty Organization country.

2.3.3. United States Air Force Installation Commanders for United States Air Force Installations at United States Territories, Commonwealths, and Possessions. Installation commanders or designated representatives for United States Air Force installations at United States Territories, Commonwealths, and Possessions may approve use of the airfield under his/her designated area of responsibility by foreign governmental aircraft.

2.3.3.1. United States Territories are: American Samoa, Guam and United States Virgin Islands.

2.3.3.2. United States Commonwealths are: Puerto Rico, Northern Mariana Islands.

2.3.3.3. United States Possessions are: Wake Island, Midway Island, Palmyra Island, Howland Island, Kingman Reef, Jarvis Island and Baker Island.

2.3.4. United States Air Force Installation Commanders for United States Air Force Installations on Foreign Soil. Installation commanders or designated representatives for United States Air Force installations on foreign soil may approve use of the airfield under his/her designated area of responsibility by governmental aircraft from the Host Nation. All other foreign governmental aircraft landing on United States Air Force Installation on foreign soil must have an approved Aircraft Landing Authorization Number to land. (T-1)

2.3.5. United States Air Force Installation Commanders for United States Air Force Installations in the United States. Installation commanders or designated representatives for United States Air Force installations in the United States may approve use of the airfield under his/her designated area of responsibility by governmental aircraft from Canada except:

- 2.3.5.1. Groups consisting of more than three medium or heavy aircraft or six small aircraft.
- 2.3.5.2. Aircraft carrying munitions or other Hazardous Material/Dangerous Goods.
- 2.3.5.3. Aircraft for which the adequacy of the ground facilities of the United States Air Force installation is in doubt.
- 2.3.5.4. Aircraft involved in political activities such as reconnaissance, combat, and other military operations flights not authorized by United States National Command Authority, flights en-route to politically sensitive destinations.
- 2.3.5.5. Aircraft carrying foreign heads of state or Minister/Secretary level officials (Very Important Persons or Distinguished Visitors).

Chapter 3

CONDITIONS FOR USE OF UNITED STATES AIR FORCE AIRFIELDS AND SUPPORT FACILITIES

3.1. United States Air Force Airfields and Support Facilities Conditions. The United States Air Force authorizes use of its airfields and support facilities for a specific purpose by a specific foreign government. The authorization cannot be transferred and does not extend to use for other purposes. An approved Aircraft Landing Authorization Number does not obligate the United States Air Force to provide supplies, equipment, or facilities other than the landing, taxiing, and parking areas and crew transportation (normally base taxi service) to and from quarters. The aircraft crew and passengers are only authorized activities at the installation directly related to the purpose for which use is granted. All foreign governmental users are expected to submit their request at least three (3) business days before intended use and, except for use as a weather alternate or emergency landing site, must contact the appropriate installation commander or designated representative at least 24 hours before arrival. Failure to comply with either time limit may be used as justification to deny landing rights. The foreign governmental aircraft Officer-In-Charge/Pilot-In-Command should not takeoff from foreign soil bound for an airfield for which prior permissions is required if an approved Aircraft Landing Authorization Number and Prior Permission Required has not been issued. If the foreign governmental aircraft decides to takeoff without an approved Aircraft Landing Authorization Number, bound for an airfield for which prior permission is required, the aircraft will be directed to land at the nearest civil airport. The only exception to this policy would be for weather alternate or emergency landings.

Chapter 4

REQUEST PROCEDURES

4.1. Authorization procedures. All foreign governmental aircraft must have authorization before using United States Air Force installations. The foreign government must formally request permission for its aircraft to land at United States Air Force installations.

4.1.1. Except as indicated in [paragraphs 2.3.2](#) through [2.3.5](#), requests are submitted in writing, normally through the foreign government's air attaché in Washington DC, to AF/A3OJ, Military/Civilian Aviation Integration Division, 1480 Air Force Pentagon, , Washington DC 20330-1480, at least three (3) business days prior to the beginning of the flight.

4.1.2. Permission to land at United States Air Force installations in the United States or foreign countries does not constitute nor take the place of diplomatic clearance requirements. The foreign government is responsible for submitting a request to the Department of State for diplomatic clearance of overflight and landing in the United States as well as to each foreign country which will be overflown or in which a landing is to be made.

4.1.3. Under special circumstances, AF/A3OJ may grant a “continuous” Aircraft Landing Authorization Number memo for foreign governmental aircraft on long term deployments to United States Air Force installations, normally to participate in ongoing United States military sponsored exercises such as RED FLAG and GREEN FLAG; participation in United States weapons system evaluations such as COMBAT ARCHER, COMBAT HAMMER, etc., and participation in joint exercises such as MAPLE FLAG, and deployments to other Continental United States locations for informal events such as Dissimilar Air Combat Training.

4.1.4. A sponsoring United States Air Force organization/commander will normally be assigned Operational Control over the long term deployment of foreign governmental aircraft or the foreign governmental unit at the United States Air Force installation. The sponsoring United States organization/commander will control all flight operations and confer with the foreign government senior ranking officer on matters concerning flight operations and deployment sponsorship.

4.1.5. The long term deployment inclusive dates must be identified on the Department of State’s diplomatic clearance application.

4.1.6. The “continuous” Aircraft Landing Authorization Number memo is authorization for the initial arrival and final departure of the foreign governmental aircraft into and out of the United States installation and all other local flying during the course of the deployment will follow the sponsoring unit’s normal flight planning procedures.

4.1.7. For such long term deployments, an agreement between the United States Government and foreign government is required, normally in the form of a Letter of Offer and Acceptance, Memorandum of Understanding or Memorandum of Agreement. The agreement outlines the working relationship between the United States sponsoring organization or commander and the foreign governmental unit.

4.1.8. The “continuous” Aircraft Landing Authorization Number memo must identify all outlying Regular Air Force, Guard, or Reserve installations the foreign governmental aircraft will be visiting during their long term deployment. Flights outside of the sponsoring unit’s catchment area to other United States Air Force installations will follow the sponsoring unit’s normal flight planning procedures as prescribed for United States Air Force aircraft.

4.2. Processing a Request for Landing Authorization.

4.2.1. When a request is received the installation commander will determine the availability of the installation and its ability to accommodate the request. The installation commander will use the Department of State’s diplomatic clearance application and the Air Force Aircraft Authorization Landing Number to determine that the foreign government has a valid requirement to use United States Air Force facilities. Approval will be granted only if there will be no compromise of operations, security, readiness, safety, environment, and quality of life. An Aircraft Landing Authorization Number will be assigned to each request approved for landing of foreign governmental aircraft. The approving authority will provide appropriate billing instructions and flight information in a landing authorization message.

4.2.2. Foreign Visit Requests are not handled or processed as part of the Aircraft Landing Authorization Number issuing procedures, but are normally handled by the Foreign Disclosure Officer through separate channels. If foreign governmental crew and passengers are military members travelling on official orders they do not require a Foreign Visit Request as long as the crew and Passenger manifest has been sent as prescribed in [paragraphs 6.2.1. and 6.2.2.](#) below, and there are no request or need for briefings or exchange of United States information.

Chapter 5

UNAUTHORIZED LANDINGS

5.1. Unauthorized Landing Procedures.

5.1.1. The installation commander or designated representative will identify an unauthorized landing involving foreign governmental aircraft as either an emergency landing, an inadvertent landing, or an intentional unauthorized landing as outlined in Code of Federal Regulation, Title 32, Subtitle A, Chapter VII, Subchapter F, Part 855, Subpart B, §855.14, *Unauthorized Landings*. An unauthorized landing may be designated as inadvertent or intentional whether or not the operator has knowledge of the provisions of this instruction and whether or not the operator has filed a flight plan identifying the installation as a destination. On all unauthorized landings the aircraft should be limited to minimum ground time. The installation commander or designated representative shall also:

5.1.1.1. Brief the operator on the requirements of AFI 10-1801. (T-1)

5.1.1.2. Advise the operator that the incident will be reported to the Federal Aviation Administration and the operator's government. (T-1)

5.1.1.3. Direct the operator to depart the installation as soon as possible, and provide an estimated departure time. (T-1)

5.1.1.4. In the United States or its possessions, notify the nearest Federal Aviation Administration Flight Standards District Office within three (3) business days of the unauthorized landing. (T-1)

5.1.1.5. Request the appropriate United States Defense Attachés Office in the country of aircraft origin to notify the government of the incident within three (3) business days of the unauthorized landing. (T-1)

5.1.1.6. Prepare National Aeronautics and Space Administration (NASA) ARC 277B, General Form to report the unauthorized landing and submit it to AF/A3OJ within fifteen (15) business days of the unauthorized landing incident. (T-1)

5.2. Emergency Landings.

5.2.1. Any aircraft operator who experiences an inflight emergency may land at any United States Air Force installation without prior authorization. An inflight emergency is defined as a situation which makes continued flight hazardous.

5.2.2. The United States Air Force will use any method or means to clear an aircraft or wreckage from the runway to preclude interference with essential military operations. Removal efforts should minimize damage to the aircraft and wreckage; however, military or other operational considerations are overriding.

5.2.3. A user making an emergency landing pays all costs for labor, material, parts, use of equipment, tools, etc., for activities supporting the emergency landing such as (T-1):

5.2.3.1. Spreading foam on the runway.

5.2.3.2. Damage to runway, lighting and navigation aids.

5.2.3.3. Rescue, crash, and fire control services.

5.2.3.4. Movement and storage of aircraft.

5.2.3.5. Maintenance and repair of aircraft.

5.2.3.6. Fuel or oil provided.

5.2.4. The installation commander or designated representative is responsible for (T-1):

5.2.4.1. Documenting the total cost incurred by the United States Government.

5.2.4.2. Collecting payment of all charges incurred or arrange billing for charges.

5.2.4.3. Prepare an FAA Accident/Incident Report, FAA Form 8020-23 if there are no survivors to prepare the FAA Form 8020-23.

5.3. Inadvertent Landings. The installation commander may determine a landing to be inadvertent if the aircraft operator landed due to flight disorientation or mistook the United States Air Force installation for a civil airport.

5.4. Intentional Unauthorized Landings. The installation commander may determine a landing to be intentional when substantial evidence demonstrates that the pilot of the foreign governmental aircraft knew the landing was unauthorized or the aircraft landed without an approved Aircraft Landing Authorization Number. In addition, the landing may be determined to be unauthorized but intentional even if an approved Aircraft Landing Authorization Number is on file under any of the following circumstances:

5.4.1. The landing is for an unauthorized purpose, not reflected on the Aircraft Landing Authorization Number or Diplomatic Clearance Application Systems application request.

5.4.2. The aircraft is a different make/model or tail number than reflected on the Aircraft Landing Authorization Number request.

5.4.3. The operator did not request or obtain the required final clearance from the installation commander or a designated representative at least 24 hours in advance.

5.4.4. The pilot did not obtain landing clearance from the air traffic control tower.

5.4.5. The operator obtained the Aircraft Landing Authorization Number through fraudulent methods.

5.4.6. The operator requested permission to land from any United States Air Force authority, including the control tower, and was denied.

5.4.7. The Officer In-Charge/Pilot In-Command of the foreign governmental aircraft landed more than 3-hours prior to the Estimated Time of Arrival or more than 3-hours after the Estimated Time of Departure indicated on the Diplomatic Clearance Application System diplomatic clearance application.

5.5. Detaining an Aircraft. The pilot, aircrew, and passengers aboard a foreign aircraft that made an unauthorized landing will not be detained longer than necessary for identification and obtaining information required by this instruction. They may be permitted to remain in a lounge or waiting area on the base for this purpose. No person will be detained involuntarily without coordination from the appropriate Department of Justice United States Attorney, the Major Command, and AF/A3OJ. At no time may the foreign aircraft be boarded by United States personnel without specific coordination and authorization from the appropriate Department of Justice United States

Attorney, the Major Command, AF/A3OJ, and the foreign embassy unless the installation commander or fire chief has determined that an unsafe or emergency condition exist onboard the aircraft that would dictate it being boarded by emergency personnel (e.g., aircraft fire, threat to personnel safety, etc.). (T-1) In the event the Officer In-Charge/Pilot In-Command of the foreign governmental aircraft requests immediate assistance to address an aircraft fire, coordination with the United States Attorney will not be required, and after-action notification may replace coordination with the Major Command, Department of State, and AF/A3OJ, so that AF/A3OJ can then work with the Department of State to notify the relevant foreign embassy.

Chapter 6

SUPPORT TO FOREIGN GOVERNMENTAL AIRCRAFT

6.1. Services.

6.1.1. The foreign government is responsible for identifying support requirements as part of its request for aircraft landing authorization. The Air Force is under no obligation to provide services not indicated in the formal request, not approved by the approving authority, or not within the capabilities and priorities of the Air Force installation.

6.1.2. Billeting of foreign aircrews is authorized on a space-available basis only. The crews will be instructed to be prepared to stay in off-base lodging. Installations should provide the same level of service they would provide to a United States Air Force aircrew in transit, such as base taxi service to quarters.

6.1.3. Foreign aircraft crew or freight forwarders are responsible for providing cargo pallets and tie down material to facilitate loading.

6.1.4. Absent an advanced agreement that provides otherwise, Base Exchange and Commissary privileges are the prerogative of the installation commander. There is no obligation to provide such privileges to foreign aircrews.

6.2. Crew Documentation.

6.2.1. The foreign governmental aircraft operator provides a complete crew and passenger manifest (full name, date of birth, passport number, visa number, etc.) to the United States Air Force installation for each United States Air Force airfield listed on the official Department of State Diplomatic Clearance Application System itinerary. Crew and passenger manifest should be provided at least three (3) business days in advance of the aircraft entering United States airspace.

6.2.2. Complete crew and passenger manifest (full name, date of birth, passport number, visa number, etc.) is provided to the United States Customs and Border Protection office upon first point of entry into the United States. All foreign military aircraft crew and passengers listed on the manifest must be screened and cleared by Customs and Border Protection upon first point of entry. The number of names listed on the crew and passenger manifest must match the number of crew and passengers given on the Department of State Diplomatic Clearance Application System application. Ensure the crew and passengers physically onboard the aircraft upon landing at the United States Air Force airfield matches the names listed on the previously sent and coordinated manifest.

6.3. Customs and Border Protection.

6.3.1. If the foreign aircraft diverts (i.e. In-Flight Emergency, weather divert, etc.) to another United States Air Force airfield and that airfield is the first point of entry into the United States then Customs and Border Protection must be notified at the divert United States Air Force airfield/installation.

6.3.2. United States Government agencies may review the online Department of Defense Foreign Clearance Guide (<https://www.fcg.pentagon.mil>) to determine Customs and Border Protection and contact information.

6.4. Hazardous Material.

6.4.1. All hazardous materials or dangerous goods will be correctly listed by description, United Nation code, classification and measure/weight on the official Department of State Diplomatic Clearance Application System application. This includes all hazardous material/dangerous goods loaded internally or externally on the aircraft and whether the hazardous material/dangerous goods is palletized or un-palletized.

6.4.2. Classification refers to the Hazard Classification Code which is a hazard classification system for classifying explosive materials and explosive components that is recognized internationally and is used universally by the Department of Defense, other Department of Energy contractors, and the Department of Transportation. The Hazard Classification Code system consists of nine classes of dangerous materials, with explosives designated as Class 1. The explosives hazard class is further subdivided into six divisions, which are used for segregating ammunition and explosives on the basis of similarity of characteristics, properties, and accident effects potential. See [attachment 2](#) for Hazard Classification Codes.

6.4.3. Weight refers to the Net Explosive Weight of the item not the actual physical weight. Net Explosive Weight is the actual weight in pounds of explosive mixtures or compounds, including the trinitrotoluene equivalent of energetic material that is used in determination of explosive limits and explosive quantity data arcs.

6.5. Liaison Officer. Visiting foreign nations will appoint a liaison officer responsible for coordination of matters concerning support and services for each visit and for each United States Air Force airfield location listed on the Diplomatic Clearance Application System itinerary.

6.6. Aircraft Support.

6.6.1. Support and services of aircraft, equipment or personnel will be planned in advance when possible. Ordinarily, three (3) business days from the date of planned arrival should suffice.

6.6.2. Direct coordination with the appropriate airfield management office or installation representative for all required support and services (i.e. power carts, air carts, fuel, tow bars, etc.) can occur once the Prior Permission Required landing reservation has been issued for each United States Air Force airfield on the Diplomatic Clearance Application System application itinerary.

6.7. Prior Permission Required (PPR).

6.7.1. Foreign governmental aircraft operators should not depart for the United States Air Force installation airfield without the Prior Permission Required already being issued by the United States installation(s) or airfield(s) they are scheduled to visit. If they do not already possess a valid permit from a "Prior Permission Required" location, they should contact their foreign embassy air attaché office located in Washington, District of Columbia to inquire about the Prior Permission Required status.

6.7.2. If a foreign governmental aircraft operator tries to land at a particular United States installation or airfield for which prior permission is required that has not already issued a valid permit, then the foreign aircraft will be asked to fly to the nearest civil airport. The only exception to this policy will be for In-Flight Emergencies or weather divert situations.

6.8. Airfield Use Limitation.

6.8.1. Provision of support and services will be limited to that which is normally available at the United States Air Force airfield/installation concerned and should not limit the United States Air Force airfield/installation's ability to meet its own operational commitments.

6.8.2. Foreign governmental aircraft operators should adhere to the official itinerary given on the Department of State Diplomatic Clearance Application System application to include take-off and landing dates and Estimated Time of Arrival and Estimated Time of Departure Zulu timing. Foreign governmental aircraft will not be allowed to remain overnight unless specifically authorized by the Department of State Diplomatic Clearance Application System approval or the aircraft is broken and cannot be quickly repaired.

6.9. Aircrew Review of Applicable Publications. Foreign governmental aircraft operators should review applicable Notice to Airmen and Flight Information Publications just prior to takeoff from foreign airfield for each United States Air Force airfield visiting. Particular attention should be given to:

6.9.1. Runway and taxiway closures and restrictions due to construction.

6.9.2. Runway and taxiway closures and restrictions due to energy conservation periods.

6.9.3. Runway and taxiway restrictions due to noise abatement or quiet hour periods.

6.9.4. Ordinance restrictions.

6.9.5. Hot cargo pad restrictions and parking parameters.

6.9.6. Airfield operating hours.

Chapter 7

FEES AND CHARGES

7.1. Routine Airport Services.

7.1.1. Routine airport services, as described below, will be provided on a non-reimbursable basis for military and state aircraft of foreign countries if there is an agreement with the foreign country that provides for reciprocal services (all North Atlantic Treaty Organization aircraft are covered under such an agreement), or if such services are provided by Air Force personnel and equipment without direct cost to the Air Force. For foreign countries not covered under a specific agreement, any services provided by Air Force personnel or use of equipment which results in direct cost to the Air Force will be provided on a reimbursable basis (with no transfer of funds) provided similar services are provided to military and other state aircraft of the United States. (T-1)

7.1.2. Unless specifically identified as not providing reciprocal services, all foreign countries are assumed to be under an agreement for the exchange of these services or be providing similar services to the United States, therefore, all foreign countries should be provided these routine airport services without cost. (T-1)

7.1.3. Routine Airport Services Included:

7.1.3.1. Use of runways and taxiways and air traffic services.

7.1.3.2. Aircraft ground servicing to include "follow me" vehicles, marshalling, and wheel chocking, and power carts.

7.1.3.3. Foreign government aircraft are not charged landing and parking fees at United States military installations when issued a diplomatic clearance by Department of State.

7.1.3.4. Crew and passenger, baggage on/off loading, screening, and transportation to/from the aircraft, terminal, and base operations.

7.1.3.5. Additional routine services and support may be provided on a non-reimbursable basis at the discretion of the installation commander, provided there is no additional cost to the Air Force to do so. These additional routine services and support may include:

7.1.3.5.1. Supply of compressed/liquid gases (including oxygen) if normally available on the installation.

7.1.3.5.2. Communications over military network if normally available on the installation.

7.1.3.5.3. Dispensary type medical services and urgent (emergency) dental treatment by the installation medical staff if approved by the installation commander.

7.2. Reimbursable Charges. Fuel, supplies, and services furnished to a foreign governmental aircraft that result in additional cost to the Air Force will be charged to the foreign government. All charges for supplies and services will be processed under appropriate arrangements, e.g., foreign military sales case, Acquisition and Cross-Servicing Agreement, authorized credit card for fuel purchases, or billed directly to the foreign government.

7.3. For Base Finance Only . In Accordance with 10 United States Code Section 9626, Aircraft Supplies and Services: Foreign Military or Other State Aircraft and 10 United States Code, Subtitle A, Part IV, Chapter 131, Section 2208, Working-Capital Funds if routine airport services are provided to foreign governmental aircraft on a non-reimbursable basis by a working-capital fund activity of the Air Force and such activity is not reimbursed directly for the costs incurred in providing such services, the working-capital funds activity shall be reimbursed for such costs out of funds currently available to the Air Force for operations and maintenance (T-1).

Chapter 8

RANK/HONOR CODES

8.1. Distinguished Visitors, Foreign Dignitaries and Very Important Persons.

8.1.1. All Distinguished Visitors, Foreign Dignitaries and Very Important Persons will be coded and handled in accordance with the Department of Defense General Planning Flight Information Publication posted on the National Geospatial-Intelligence Agency's website (<https://aerodata.nga.mil/AeroDownload/?section=flip>). Since the Flight Information Publication is designed for United States military use, Flight Information Publication Planning contains aeronautical information that may not be applicable to other users of the document, but the General Planning Section contains information that is applicable worldwide.

8.1.2. Pilot Very Important Person notification procedures. It is the responsibility of each aircraft commander (Officer In-Charge/Pilot In-Command) transporting Very Important Persons to ensure that flight plans reflect highest rank on board. A follow-up report is made approximately 15 to 30 minutes prior to arrival at destination base (United States Air Force installations). Follow-up action is essential to ensure that proper protocol and courtesies are provided to the Very Important Person, the station Commander, or the Aircraft Commander. When available, Pilot to Dispatcher or Command Post radio should be used.

8.1.3. Use the service category designator letter, plus the number code and the honors code letter listed in the DoD Flight Information Publication, General Planning guide, FLIGHT PLAN VIP CODES to indicate service category, highest rank/grade aboard and honors desired (for national and international flights). The name of the highest Very Important Person may be included immediately following the code at the Very Important Person's discretion. For itineraries involving multiple United States installation stops designate pick-up and drop-off points of Very Important Person.

MARK C. NOWLAND, Lt Gen, USAF
Deputy Chief of Staff, Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 United States Code, Subtitle D, Part IV, chapter 939, Section 9626, Aircraft supplies and services: foreign military or other state aircraft, 22 April 2018.

Title 10 United States Code, Subtitle A, Part IV, Chapter 131, Section 2208, Working-Capital Funds, 22 Apr 2018.

32 Code of Federal Regulation, Part 855, *Unauthorized Landings*, 8 January 2018.

49 Code of Federal Regulation Part 172, *Purpose and use of hazardous materials table*, 1 October 2011.

49 Code of Federal Regulation Part 173, *Class 1 – Definitions*, 1 October 2011.

Air Force Policy Directive 10-18, *Foreign Governmental Aircraft Use of United States Air Force Airfields*, 1 March 1997.

Air Force Instruction 31-101, *Integrated Defense*, 19 September 2016.

Air Force Instruction 33-360, *Publications and Forms Management*. 1 December 2015, AFGM2016-01, 30 November 2016.

Air Force Manual 33-363, *Management of Records*, 1 March 2008, Incorporating Change 2, 9 June 2016, AFGM2017-01, 2 June 2017.

Adopted Forms

Air Force Form 679, Air Force publication Compliance Item Waiver Request/Approval

Air Force Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

FAA—Federal Aviation Administration

NASA—National Aeronautics and Space Administration

Terms

Aircraft—Any contrivance now known or hereafter invented, used, or designated for navigation of or flight in navigable airspace as defined in the Federal Aviation Act.

Airfield—An area prepared for the accommodation (including any buildings, installations, and equipment), landing, and take-off of aircraft.

Civil Aircraft—Any United States or foreign-registered aircraft owned by non-Governmental entities, and foreign Government-owned aircraft that are operated for commercial purposes.

Civil Aviation—All civil aircraft of any national registry.

Emergency Landing—An emergency landing is a prioritized landing made by an aircraft in response to an emergency which contains an imminent or on-going threat to the safety and operation of the aircraft or involves a sudden need for a passenger or crew on board to be on land such as a medical emergency.

General Aviation—Civil aircraft that do not transport passengers or cargo for hire.

Government Aircraft—Aircraft owned, operated, or controlled for exclusive, long-term use by any department or agency of either the United States or a foreign Government; and aircraft owned by any United States state, county, municipality or other political subdivision; or any aircraft for which a Government has the liability responsibility. In the context of this instruction, it includes foreign registered aircraft, which are normally commercially operated, that have been wholly chartered for use by foreign Government heads of state for official state visits.

Headquarters United States Air Force—The Headquarters United States Air Force is comprised of both Secretariat and Air Staff Offices.

Inadvertent Landing—aircraft operator landed due to flight disorientation or mistook the United States Air Force installation for a civil airport.

Installation Commander—the individual with ultimate responsibility for airfield operations. Normally, the flying wing or operations group commander that is responsible for all airfield flight activities.

Intentional Unauthorized Landing—the pilot of the aircraft knew the landing was unauthorized.

Military Aircraft—Aircraft used exclusively in the military services of the United States or a foreign Government and bearing appropriate military and national markings or carrying appropriate identification.

Operational Control—The authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Also called OPCON.

Unauthorized Landing—A landing at an Air Force airfield by a civil aircraft without prior authority.

Attachment 2**HAZARDOUS CLASSIFICATION CODES**

A2.1. Explosive Classification. Explosive Classification is broken down into the following six divisions as codified in the Code of Federal Regulations, Title 49, Subtitle B, Chapter I, Subchapter C, Part 172, Subpart B, § 172.101, *Purpose and use of hazardous materials table and Code of Federal Regulations*, Title 49, Subtitle B, Chapter I, Subchapter C, Part 173, Subpart C, § 173.50, Class 1 - Definitions:

Figure A2.1. Hazardous Classification Codes.

- 1.1 – Mass explosive
- 1.2 – Non-mass explosion, fragment-producing
- 1.3 – Mass fire, minor blast or fragment
- 1.4 – Moderate fire, no blast or fragment
- 1.5 – Explosive substance, very insensitive (with a mass explosion hazard)
- 1.6 – Explosive article, extremely insensitive